



MARCH 2019
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 1309

PRINCIPAL MANAGEMENT ANALYST

DEFINITION

Under general direction, performs complex and difficult administrative, budgetary, systems, statistical, and other management analyses in support of activities and functions of multiple departments; plans, develops, and coordinates implementation strategies for various special projects with Countywide impact; makes recommendations for action; assists in policy, procedure, and budget development and implementation; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. May exercise direct or general supervision over professional, technical, and/or administrative support staff.

CLASS CHARACTERISTICS

This is an advanced professional-level classification responsible for establishing, maintaining, and monitoring a variety of substantive and significant Countywide administrative policies, budgetary, organizational, and legislative issues; and serving as a liaison to departments as a representative of the Chief Administrative Office. Duties may vary widely depending upon the scope and nature of assigned projects and programs. Incumbents have considerable latitude to exercise independent judgment and decision-making, particularly when representing the County in meetings with other agencies, boards and commissions, and community groups. Positions within this classification are exclusively allocated to the Chief Administrative Office.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Identifies, plans, and implements programmatic goals, objectives, and priorities within areas of responsibility in a manner consistent with the County's overall goals and objectives; develops strategies and tactics for the successful achievement of set goals and objectives; directs and coordinates the implementation of strategies.
- Serves as a subject matter expert in area(s) of specialty or designated responsibility; acts as a liaison/resource to departments, the Chief Administrative Officer, the Board of Supervisors, and other management staff.
- Develops, manages, implements, and maintains major departmental, functional, or Countywide initiatives, programs, or projects; makes decisions with the long term benefit of the County in mind; and coordinates interjurisdictional, interdepartmental, and/or interagency activities; communicates with appropriate County entities.
- Provides lead departmental support as assigned; reviews and analyzes departmental operations, policies and procedures, activities, and budgets; provides recommendations and alternative solutions.
- Directs, manages, and monitors assigned teams; plans, prioritizes, and assigns work activities of team members; provides input to team members regarding sensitive and/or complex issues; and provides direction, goals, suggestions, and guidance to team members.
- Evaluates alternative courses of action and makes recommendations which may include such areas as organizational structure, staffing, facilities, equipment, cost analysis, productivity, and policy or procedure modifications; negotiates effective solutions with the appropriate department head.
- Coordinates and reviews the preparation of departmental and Countywide budgets.
- Develops implementation plans and assists in such implementation.

- Represents the County, Chief Administrative Officer, and Board of Supervisors to other public agencies, community and civic groups, and the general public; responds to and resolves, as appropriate, citizen complaints concerning County operations, procedures, or policies; and, generally assists the public regarding expressed concerns or problems.
- May prepare requests for grant funds.
- May direct the maintenance of appropriate records.
- Confers with representatives of other governmental agencies, community groups, boards and commissions, vendors, the public, and others; makes presentations to the Board of Supervisors.
- May direct and review the work of others on a project or day-to-day basis.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of administrative, organizational, economic, and procedural analysis.
- Public administration principles and practices, including organization structure in a municipal setting.
- Principles and practices of budget development and administration, organizational planning, work measurement, capital improvement programming and planning, and personnel management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to work performed.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Business computer user applications, particularly as related to financial and statistical analysis and recordkeeping.
- Basic supervisory principles and practices.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Analyze complex and sensitive administrative, budgetary, operational, economic, political, and organizational problems; evaluate alternatives; and reach sound conclusions.
- Collect, evaluate, and interpret varied information and data, either in statistical or narrative form.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Develop, organize, coordinate, and implement varied projects and programs.
- Plan, direct, and review the work of others on a project or day-to-day basis.
- Prepare clear, concise, and complete reports and other written material.
- Maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Exercise sound independent judgment within established guidelines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, economics, planning, political science, or a closely related field, and

Four (4) years of advanced professional-level experience in public administration, operations, and budgetary or similar management analytical work. Two (2) years of the required experience in a County Administrative Office setting, City Manager's Office, or a comparable public agency dealing with major public policy issues is desirable.

OR

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, economics, planning, political science, or a closely related field, and

Two (2) years of journey-level professional administrative, operations, or budgetary experience at a level equivalent to the County's class of Management Analyst II.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be available to attend meetings outside of normal working hours and work extended hours as needed.